



Community Development Department • Building Inspection Division  
500 Castro Street • Post Office Box 7540 • Mountain View, California 94039-7540 • 650-903-6313 • FAX 650-903-6474

## **Photovoltaic Plan Check Submittal Requirements**

The following plan check submittal requirements are provided to help get your photovoltaic installation through the Building Inspection review and permitting process in a timely manner. Your cooperation in providing this information will ensure that your project will be reviewed in a minimum of five (5) working days.

***Provide two (2) complete sets of plans and specifications both must be signed by the applicant or contractor, plans should include the following information:***

### **1. SITE PLAN**

*Show the location of:*

- a. Structure (2) on the property
- b. Main Service
- c. Photovoltaic (PV) equipment: Inverters, Batteries (if any), Arrays, etc.

### **2. ARRAY MOUNTING DESIGN**

*Provide Roof Plan with the following items:*

- a. Array layout
- b. Roof covering, type and number of overlays, type of roof deck
- c. Rafter or beam sizes, spacing and roof slope
- d. Array/Panel fastening method
- e. Provide fastening cut sheets from manufacture or engineered design for anchorage and support of array panels to roof structure
- f. Method of sealing roof penetrations

### **3. ELECTRICAL**

*Provide a single line diagram with the following items:*

- a. Size and type of conductors
- b. Voltage and amperage of all circuits
- c. Over current protection
- d. Ground Fault Detection and Interruption
- e. Equipment grounding
- f. Disconnection devices – AC & DC
- g. Rating of main service and size of main service disconnect
- h. Size and listing of back feed breaker (if used)

#### 4. SYSTEM INFORMATION

*Provide manufacturers cut sheets and listing information for all components:*

- a. All UL listed equipment
- b. All PG&E accepted equipment
- c. Include information listed on panels that may not be visible after panel installation

*Provide floor plan for equipment installed within any structure or enclosed space:*

- a. Show working clearness
- b. Batteries must be installed in a listed rack or a racking system approved by the Building Official, within the garage a minimum of 18" above the garage floor or in an approved location outside the main structure. Batteries must be ventilated and may not be installed in habitable space.

*Provide means of protection for components installed where subject to damage, such as in a garage.*

***All electrical work to be performed by a California Licensed Electrical Contractor of the Solar Contractor and in conformance with Article 690 "Solar Photovoltaic System" of the 2013 CEC.***

Please contact the Building Staff at (650) 903-6313 for any questions regarding the submittal requirements, review process and permitting process. Staff will contact you when your plans are ready for pick-up.